



Northfield Library Board

MEETING MINUTES RECORD

Meeting: Regular Library Board Meeting

Date: Feb. 14, 2018

Location: Northfield Public Library

Start time: 7:01 p.m.

Bunday Meeting Room

Adjourn time: 8:40 p.m.

Members present: Tammy Hayes, Sarah Weeks, Jane McWilliams, Liz Reppe, Audrey Battiste, Teagan Watkins, Neina Abdulai, Brad Schaffner, Clarice Grabau, Maggie Epstein,

Members absent: Samuel Demas, Ryan Redetzke

Others present: Teresa Jensen (Staff Liaison), Becky Novotny (Clerical Liaison), Bill North (FFOL)

1. Call to Order	The meeting was called to order at 7:01 p.m. by Chair S. Weeks.	
2. Approval of agenda for Wednesday Feb. 13, 2018		Meeting agenda for Wednesday, Feb. 13, 2018 approved via consent.
3. Approval of minutes from Wednesday, Jan. 10, 2018		Meeting minutes from Wednesday, Jan. 10, 2018 approved via consent.
4. Public Comment	No public comment.	
5. Reports		
a. Director's Report (Jensen)	T. Jensen said that the bookmobile is coming tomorrow. The week will be spent training, figuring out how everything works, and putting books on the bookmobile. On Friday, Feb. 23, there will be a reveal reception for the public to see it. T. Jensen has been working with Neuger Communications to come up with a design for the municipal i.d. card. The goal is still for the program to begin at the end of March. J. McWilliams asked if the February noontime concerts are something that the library could work collaboratively with the Arts and Culture Commission. T. Jensen said that might be a possibility, but the Arts and Culture Commission is trying to get away from doing small projects. They are trying to become a more policy-based commission. S. Weeks asked where the bookmobile is going to be stored. T. Jensen said it will be housed at the old ambulance barn on Second Street.	
b. SELCO (Colwell)	No report. Bruce Colwell absent.	
c. Friends and Foundation of the Northfield Public Library (North)	B. North said that the collection of funds for the library capital project is now complete. All of the donors have completed their pledges and the money has been submitted to the City. As part of this year's fundraising the FFOL is doing an endowment campaign. They had a \$10,000 match, which they met and went beyond to \$23,900. The FFOL will be putting money to the Poet Laureate program. They will also be collaborating with the Arts and Culture Commission on the Sidewalk Poetry Program. In the coming months they will be reviewing applications for high school scholarships. In the spring, they will have their annual membership drive.	
6. Old Business		
a. Bookmobile update (Jensen)	Bookmobile was covered under 5. Reports, a. Director's Report.	

<p>b. Library Board Community Outreach (Weeks)</p>	<p>S. Weeks said that she went with A. Battiste to the City Council meeting last month. A. Battiste said that she told City Council about what the Library Board has been doing with community outreach and reaching out to other city Boards and Commissions. She also told them that the new bookmobile will be coming soon. C. Grabau will attend a City Council meeting in March.</p> <p>S. Weeks said that there will be two groups attending the Board meeting in March, Rotary and the Arts and Culture Commission.</p>	
<p>c. Discussion of meeting norms and procedures (Weeks)</p>	<p>S. Weeks asked to continue the discussion on the procedures and rules of decorum for the Library Board meetings. S. Weeks asked what Board members find most useful at meetings, if they like the order of business, and if there are items that are needed or not needed. T. Hayes asked if the order of business is typically old business before new business or new business before old business. S. Weeks said that in the by-laws it states that it is new business followed by old business. The change to the order of business was made when a former Board member needed to leave the meetings early, so he wanted new business discussed first. The Board members would like to have it changed back to old business before new business.</p> <p>T. Jensen asked if the Board wants to continue to have staff members report at the Board meetings. The majority of the Board members want to continue to have staff members report at the Board meetings. C. Grabau suggested having Library volunteers report at staff meetings as well.</p> <p>S. Weeks asked if Board members want to continue with the Board meetings on the same day and at the same time. There was suggestion of having the meetings start earlier at 6 p.m. or 6:30 p.m. and end at 8 p.m. or 8:30 p.m. It was suggested to change the meeting length from two hours to an hour and a half with the option to extend if needed. There was a motion to change the meeting time from 7 p.m.-9 p.m. to 7 p.m.-8:30 p.m. Motion was approved. The new meeting time will begin in March.</p> <p>T. Jensen asked if the Board wants to have a retreat in the summer that would consist of a longer meeting. She also asked if the Board wants to take a month off from having a meeting during the summer. S. Weeks said that they will leave that open for the time being and revisit at a later date.</p> <p>S. Weeks asked who a Board member should notify if they are unable to attend a meeting and should a meeting be held if a quorum is not available. The by-laws state that a member may be dismissed if two or more consecutive meetings are missed or if three or more meetings are missed in a calendar year. S. Weeks asked if this should be enforced. The Board decided that if there is not a quorum the Board meeting will be canceled. T. Jensen will check with the City Clerk to see what the proper procedure is if a quorum will not be met for a Board meeting, can the Board members be notified so they don't have to attend.</p> <p>T. Hayes asked if the Board can enforce whether a Board member can be dismissed from the Board if they miss three or more meetings or does the Mayor have to make that decision. T. Jensen thought that a recommendation to City Council, for a Board member to be dismissed, would be made if three or more meetings were missed. B. North asked if the expectation to attend meetings is on the Board application. It was thought that the Board application is the same for all City boards and does not have the meeting attendance requirement on the application. The Board decided that if three or more meetings are missed a Board member may be dismissed. A discussion will be had between the Chair, Library Director, and the Board member at fault.</p> <p>S. Weeks asked if there are any other by-law changes or updates that need to be made. The Board had no changes.</p>	<p>Motion: J. McWilliams to change the Library Board meeting time to 7 p.m.-8:30 p.m. Approved by consent.</p>

7. New Business		
a. Library Strategic Plan and Library Board's Role	T. Jensen reviewed where the Board falls into the library strategic plan. T. Jensen suggested forming a subcommittee to work on the strategic plan initiatives. S. Weeks, J. McWilliams, B. North and B. Schaffner are willing to meet with T. Jensen and some of the library staff to discuss the library strategic plan and how the Board fits into it. The subcommittee will then report to the Board with action items that may guide the Board's conversation in March. S. Weeks asked for a motion to develop a subcommittee to explore an action plan for the library strategic plan. There was a motion and the motion was approved.	Motion: L. Reppe to create a subcommittee to work on the library strategic plan Second: T. Hayes All in favor.
b. Outreach Coordinator Position to full-time	T. Jensen approached the Minneapolis Foundation and asked if they would fund the Outreach Coordinator position to full-time for the next two years, with benefits, and they agreed. The hope is that the full-time position may extend after the two years.	
8. Adjourn		
	Time: 8:40 p.m.	Meeting adjourned via consent.

Submitted by B. Novotny, Clerical Liaison